The Child and Adult Care Food Program (CACFP)

Successfully Operating the Child and Adult Care Food Program
An Overview of CACFP Duties and Documents

ONE-TIME DUTIES

TASK	FORM TO COMPLETE or REFERENCE
• Prepare and submit the application and supporting documents	• CACFP Application • Supporting Documents Packet

ANNUAL DUTIES

TASK	FORM TO COMPLET or REFERENCE
• Attend annual renewal training provided by the D.C. CACFP office (the State Agency) • Attend annual civil rights training provided by the State Agency	*None*
• Train staff on their CACFP duties and civil rights responsibilities	• CACFP Training Documentation Form
• Submit application updates to the State Agency	• Application Updates *(spreadsheet)* • Annual Information Certification
Institutions and facilities with a Food Service Management Company: • Sign a contract with a Food Service Management Company, following proper procurement procedures, or • Renew an existing contract (up to three times)	• CACFP Invitation for Bid (*for a new contract*) • CACFP Renewal Invitation for Bid (*if renewing a contract*)
• Distribute the Enrollment Form/Income Eligibility Statement (IES) with the Letter to Households	• IES • Letter to Households
• Collect, classify and file the IES for each household	• Income Eligibility Guidelines
• Create a Master Enrollment List (MEL) based on IES forms	• Master Enrollment List *(spreadsheet or paper file)*
Sponsoring organizations: • Submit the annual budget for State Agency approval • Conduct facility monitoring (three times per year)	• Application Updates *(spreadsheet)* • Sponsoring Organization Facility Monitoring Form

DUTIES PERFORMED ON AN AS-NEEDED BASIS

TASK	FORM TO COMPLETE or REFERENCE
• Send updates on operations to the State Agency	*None (email – preferred, fax, or deliver)*
• Obtain required paperwork for each newly enrolled participant	• IES (*sent with* Letter to Households) • Medical Substitution Form • Infant Formula Notification Form
• Classify the IES for each newly enrolled participant	• Income Eligibility Guidelines
• Update MEL to include all new participants	• Master Enrollment List *(spreadsheet or paper file)*
• Conduct CACFP training for new staff or as problems occur	• CACFP Training Documentation Form

Sponsoring organizations:
• Submit budget updates
• Submit application documents for new facilities
	• Application Updates *(spreadsheet)*
	• Facility application documents:
	   ○ Site Information Form
	   ○ Agreement Form *(for unaffiliated facilities)*
	   ○ Pre-Approval Form
	   ○ License
	   ○ Certified Food Protection Manager certificates

DAILY DUTIES

TASK	FORM TO COMPLETE or REFERENCE
• Take attendance	• Monthly Tracking Log for Daily Attendance
• Prepare meals or collect delivery ticket	• Daily Delivery Ticket

• Verify that each meal meets the CACFP meal pattern requirements
   ○ If not, make creditable substitutions and note on planned menu
• Serve meals
   ○ For family-style meal service: set out at least enough food for each participant to have the minimum portion of each required component
   ○ For pre-plated meals: ensure that each participant receives correct portion of each required component
	Refer to:
	• Infant One Week Menu Template
	• Child One Week Menu Template
	• Adult One Week Menu Template
	• CACFP Meal Pattern *(Infant, Child and/or Adult)*
	• Sample Menus
	• Food Buying Guide
	• CACFP Creditable Food Guide
	• Acceptable *Infant* Formulas List
	• Non-Creditable *Infant* Foods List
	• CACFP *Infant* Formula Notification

• Ensure any participant with medical restrictions receives the appropriate meal	Refer to: • Medical Substitution Form
• Take a count of all reimbursable meals served at the point of service	• Point of Service Meal Count Form

MONTHLY DUTIES

TASK	FORM TO COMPLETE or REFERENCE
• Create or update the four-week menu cycle (*if needed*)	Refer to: • Infant One Week Menu Template • Child One Week Menu Template • Adult One Week Menu Template • CACFP Meal Pattern *(Infant, Child and/or Adult)* • Sample Menus • Food Buying Guide • CACFP Creditable Food Guide • Acceptable *Infant* Formulas List • Non-Creditable *Infant* Foods List

• Update the Master Enrollment List
  o Ensure that the monthly MEL includes all participants who attended during that month
  o Save the MEL for each month as a separate file or worksheet – do not continuously update it
  o If the institution serves Head Start participants, have the authorized Head Start Representative sign the MEL
	• Master Enrollment List *(spreadsheet or paper file)*

• Prepare the claim for reimbursement
  o Consolidate attendance records – determine total attendance
  o Consolidate meal counts – determine total number of breakfasts, lunches, suppers and/or snacks served
    ▪ If participating in the at-risk program, keep at-risk meal counts separate from other counts
  o Transfer enrollment and eligibility category information from the MEL
  o Sign the claim
	• Claim for Reimbursement
	• Instructions for Claim for Reimbursement

For-Profit Centers Only: • Complete the Addendum for each facility and submit with the claim to document that the eligibility requirements were met	• TXX Claim Addendum • Instructions for the TXX Claim Addendum
• Submit the claim by the 10th of the month following the claim month (i.e. submit the March claim by April 10th)	*None (email, fax, or deliver to the Claims Specialist)*

ONGOING RECORDKEEPING – <u>For three years plus the current fiscal year</u>

- Copy of the completed and approved CACFP application and all supporting documents
- State Agency issued memos
- Enrollment/Income Eligibility Form (IES) for each enrolled participant
- Attendance records
- Meal count records
- Copies of menus
- Invoices, receipts, delivery tickets and financial tracking documents to support:
  - Food costs
    - Itemized receipts, invoices or delivery tickets correspond to the foods listed on the menus
  - Food service operating costs (i.e. non-food items and services to support the food program like: serving utensils, cleaning supplies, pest control, etc.)
  - Food service labor costs (i.e. payroll records for the cook, time-and-attendance and payroll records for teachers with food service duties)
  - Administrative costs
    - Administrative labor costs (i.e. time-and-attendance and payroll records for staff with recordkeeping duties)
    - Administrative operating costs (i.e. items and services to support CACFP administration)
- Copies of all submitted claims
- Training documentation – dates, location, topic and attendees
- Information about the WIC program to share with families
- <u>Sponsoring organizations</u>:
  - Budget
  - Pre-approval and monitoring forms
  - Documentation of administrative costs

NOTE: All forms are periodically updated. Many are updated at least annually, including:
- The IES
- The Income Eligibility Guidelines
- CACFP Invitation for Bid
- CACFP Renewal Invitation for Bid
- The Claim for Reimbursement
- The TXX Claim Addendum

Please make sure to use the most current version of the form or reference material. Discard or archive previous forms.